

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1261

TITLE: MANAGEMENT ANALYST IV

GRADE: S-31

DEFINITION:

Under direction of the Management and Budget Director to develop and formulate recommendations regarding the organization and administration of operating programs; and to do related work as required.

TYPICAL TASKS:

Develops and maintains a set of management indices to aid management communications and decision making;
Prepares a long range plan for the evolution of an integrated management information system;
Performs manpower requirements validation studies;
Performs studies of government service level;
Conducts cost benefit studies;
Supervise and participates in management analysis studies within the County agencies;
Control the design of all forms used by the County;
Assists in the preparation of systems design for approved computer applications.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Proficiency in quantitative analysis techniques;
Knowledge of the principles and methods of administrative and financial analysis;
Ability to guide and supervise subordinates in accomplishing detailed technical analyses;
Ability to communicate effectively with all levels of employees in other elements of the County officials and the public.

EMPLOYMENT STANDARDS:

Graduation from an accredited four year college or university with course work which included quantitative analysis and five years of progressively responsible experience in government or related management work which included analysis or development of operating procedures, and quantitative analyses.

A Master's degree may be substituted for one year of the required experience.

NECESSARY SPECIAL REQUIREMENTS:

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency.

Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.

REVISED:

April 16, 2002